

TIME TABLE FOR LAWYERS IN THE U.S. DISTRICT COURT FOR OREGON

This Time Table was prepared by the Court's Local Rules Advisory Committee. It is to be used as a supplemental guide to the Time Table for Lawyers included with the published version of the Federal Rules of Civil Procedure. This timetable summarizes the unique time limits imposed by the local rules of practice of this District Court. The user should always consult the actual text of the appropriate federal or local rule or statute.

AFTER HOURS FILINGS LR 77.3

- **Statute of Limitations or Other Provisional Process Issues (LR 77.3(a)):** When it is necessary to file time sensitive matters after normal business hours, the filing party must notify the clerk's office during normal business hours to make arrangements.
- **Late Filings of Materials Relating to Court Imposed Deadlines (LR 77.3(b)):** Unless directed by the court, the clerk's office will not remain open after normal business hours to receive a party's conventional filing of a non-statute of limitations related document.

ALTERNATIVE DISPUTE RESOLUTION (ADR) LR 16.4

- **ADR Conference Requirements (LR 16.4(c)):** Within 120 days from the initiation of the lawsuit, counsel are required to confer about ADR options.
- **Joint ADR Report (LR 16.4(d)):** Within 150 days from the initiation of the lawsuit, the parties must file a Joint ADR Report.
- **Notice of Private ADR Settlement or "No Resolution" (LR 16.4(h)(1)):** Not later than 7 days after the conclusion of private ADR, plaintiff's attorney will notify the court in writing of the results.

ATTORNEY FEES LR 54.4

- **Motion for Attorney Fees (LR 54.4(a) and Fed R. Civ. P. 54(d)(2)):** Not later than 14 days after the entry of judgment, or receipt and docketing of the appellate court's mandate, and filed concurrently with any bill of costs (See Also LR 54.1(a)(1)).
- **Objections (LR 54.4(b)):** Not later than 11 days after service of the motion.

BILL OF COSTS LR 54.1

- **Bill of Costs (LR 54.1(a)(1)(A)):** Not later than 14 days after the entry of judgment, or receipt and docketing of the appellate court's mandate.
- **Objections (LR 54.1(b)):** Not later than 11 days after service of the motion.

- **Objections to the Clerk's Order Taxing Costs (LR 54.3):** Not later than 11 days after the filing of the Order.

COMPEL LR 37

- **Compliance with Order (LR 37.2):** Unless otherwise directed by the court, compliance must be within 7 days after receipt of the order.

DISCOVERY COMPLETION LR 16.1(e)

- The Discovery and Pretrial Scheduling Order issued at the time of case filing provides discovery be completed within 120 days of filing the complaint.

DISCOVERY PROVISIONS LR 26

- **Initial Conference of Counsel for Discovery Planning (LR 26.1):** Within 30 days after the last party is served, the parties will hold the initial conference for discovery planning.
- **Pretrial Disclosures (LR 26.3):** The time for pretrial disclosures will be set at the preliminary pretrial conference.
- **Expert Testimony Disclosures (LR 26.4):** The time for disclosure of experts under Fed. R. Civ. P. 26(a)(2) – and discovery regarding experts generally – will be set at the Rule 16 conference.

DISMISSALS LR 41

- **Involuntary Dismissal (LR 41.2):** Not later than 5 days prior to the hearing date, each party will file and serve statements describing the status of the action or proceedings to date; and whether good cause exists to dismiss the action or proceeding for failure to prosecute.
- **Voluntary Dismissal (LR 41.1):** Immediately upon reaching substantial agreement about the terms and conditions of a settlement, plaintiff's counsel must telephone the courtroom deputy clerk for the assigned judge.

ELECTRONIC FILINGS LR 100

- **Judge's Paper Copy Requirements (LR 100.4(b)):** A paper copy of electronically filed documents set out in (b) (1) and (2) must be submitted within 3 days.
- **Electronic Filing Deadlines (LR 100.5):** The filing deadline for any document is 11:59pm (Pacific Time) on the day the document is required to be filed.

EXHIBITS LR 77.8

- **Disposition of Unclaimed Exhibits (LR 77.8(b)):** Unless otherwise ordered by the court, exhibits not withdrawn within 60 days after notice, may be destroyed or otherwise disposed of by the clerk.

FACSIMILE TRANSMITTED DOCUMENTS LR 11.3

- **Submission of Original Document (LR 11.3(b)):** The filing party must file the original document with the clerk's office within 3 days after any court approved facsimile transmission.

JURY TRIAL SETTLEMENT LR 47.1

- **Plaintiff's Duty to Notify the Court (LR 47.1(a)):** Plaintiff's counsel must notify the clerk of a settlement immediately

MEDIATION LR 16.4(f)

- **Failure to Select a Volunteer Mediator (LR 16.4(f)(1)(D)):** If the parties cannot agree upon a mediator within 10 days after entry of the order directing reference to volunteer mediation, plaintiff's attorney must notify the court, who will then appoint a volunteer mediator.

PRETRIAL ORDER LR 16.6

- **Service and Lodging of a Pretrial Order (LR 16.6(c))**
- **Proposed Pretrial Order (LR 16.6(c)(1)):** At least 30 days prior to the lodging date, Plaintiff's attorney will serve on all parties a proposed pretrial order.
- **Objection, Additions, Deletion and/or Changes (LR 16.6(c)(2)):** Within 15 days after service of the proposed pretrial order, each party will serve any objections, additions, deletions, and/or changes to the proposed pretrial order.
- **Lodging Requirements (LR 16.1(e)):** The Discovery and Pretrial Scheduling Order issued at the time of case filing provides the pretrial order be lodged within 150 days of filing the complaint.

REPLY LR 7

- **Non-Discovery Motions (LR 7.1(e)(2)):** A party must file and serve any allowable reply to a response within 11 days after service of the response.
- **Discovery Motions (LR 26.5(c)):** Unless otherwise directed by the court, replies to discovery motions are not permitted.

RESPONSE LR 7

- **Discovery and Non-Discovery Motions (LR 7.1(e)(1)):** A party must file and serve any response within 11 days after service of a motion.
- **Response to Order to Show Cause: (LR 83.6(b)(3)):** Within 20 days from the date of the Order to Show Cause

SEALED DOCUMENTS LR 3.11

- **Return of Sealed Documents (LR 3.11(b)):** Not later than 60 days after a case is closed, or within 60 days after the conclusion of any appeal, a party may file and serve a motion to have the clerk return a sealed document.

SUSPENSION OR DISBARMENT LR 83.6

- **Duty of Counsel to Notify the Court (LR 83.6(a)):** Every attorney must notify the Chief Judge and assigned judge in writing within 10 days.
- **Response to Order to Show Cause: (LR 83.6(b)(3)):** Within 20 days from the date of the Order to Show Cause
- **Final Order for Disciplinary Action (LR 83.6(b)(4)):** At the conclusion of any hearing, or within 20 days if no response is filed by the attorney.

WAIVER OF SERVICE OF SUMMONS LR 4.4

- **Return Requirements (LR 4.4(a)):** 30 days from the date on which the request is sent, or 60 days from the date if the defendant is addressed outside any judicial district of the United States.